

# Application Process for Pathways Program

- How-To Guide for 'Student Trainee Intern' or 'Intern' positions in Wildland Fire
- <https://www.usajobs.gov>

Updated 11/21/2012

# Create an Account (log-in)

USAJOBS - Create An Account - Microsoft Internet Explorer provided by USDA Forest Service

https://my.usajobs.gov/Account/Account

File Edit View Favorites Tools Help

Google National Weather Service - ... NWCC NWCC Home Wx Links Meso WFDSS Home Paycheck 8 BlackBerry App World - Free... U.S. Forest Service Tribal R... NWCC Briefing

USAJOBS - Create An Account

Home Search Jobs My Account Resource Center

**SIGN IN OR CREATE AN ACCOUNT**

**USAJOBS®**  
"WORKING FOR AMERICA"

**Create New Account**

**Welcome to USAJOBS!**

USAJOBS is the official job site of the U.S. Federal Government.  
It's your one-stop source for Federal jobs and employment information.

**With your new account you'll be able to:**


- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

**\* Required information**

**\* Email**

**\* Confirm Email**


What is your email format preference? ☒ HTML ☐ Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

**\* Username**  Use between 4 and 20 characters

'Create An Account' so you can build a profile and prepare for the application process

# My Account – First Step



The screenshot shows the USAJOBS website in a Microsoft Internet Explorer browser. The address bar displays <https://www.usajobs.gov/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to Google, National Weather Service, NWCC, Wx Links Meso, WFDSS, Paycheck 8, BlackBerry App World, and U.S. Forest Service. The website's navigation bar includes Home, Search Jobs, My Account (circled in red with a red arrow pointing to it), and Resource Center. A red button in the top right corner says "SIGN IN OR CREATE AN ACCOUNT". The main content area features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo is a search section with two input fields: "What:" (containing the placeholder text "Keywords, Job Title, Control #, Agency, Skills") and "Where:" (containing the placeholder text "City, State, ZIP Code, or Country"). A blue "Search" button is to the right of these fields. Below the search fields is a link for "Advanced Search >". At the bottom, there is a spotlight for the "National Institutes of Health - Medical Officer" position, featuring the NIH logo and a description: "The NIH is the premier biomedical research center for the world. For more information, visit <http://www.nih.gov/about/>". A "read more" link is at the bottom right of the spotlight. At the very bottom of the page, there are three small circular icons and a link for "view all spotlights".

Click here to 'Create A Profile'

This is needed before you apply for any jobs

# Create a Profile - #1 Personal Info

[Home](#) | [Search Jobs](#) | [My Account](#) | [Resource Center](#)

Welcome Mei Lin! | [Sign out](#)

# USAJOBS®

"WORKING FOR AMERICA"

[Search Jobs](#) ? Where:

[Advanced Search >](#)

Profile

1. Personal Information

2. Hiring Eligibility

3. Preferences

4. Demographic

5. Account Information

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

\* First Name:

Middle Name:

\* Last Name:

\* Home Address ?  
Home Address 2

\* Country

\* Postal Code

Use this postal code as the default

Make sure to press  
'Save' at the bottom of  
every page before  
moving to the next page

# Create a Profile - #2 Hiring Eligibility

 "WORKING FOR AMERICA"

[Advanced Search >](#)



Profile

1. Personal Information 2. **Hiring Eligibility** 3. Preferences 4. Demographic 5. Account Information

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

The following Hiring Eligibility Questions will help Federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

\* 1. Are you a U.S. Citizen? ☒ Yes ☐ No

2. Select the statement that best applies for your [Selective Service registration status](#).

- ☒ I am a female, and therefore I am exempt from registering with the Selective Service.
- ☐ I am a male born on or after January 1, 1960 and I have registered for the Selective Service.
- ☐ I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.
- ☐ I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.
- ☐ I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.

\* 3. Are you a Veteran of the U.S. Armed Forces or are you eligible for ["derived" preference](#)? ☐ Yes ☒ No

Hotlinks do work and help to answer questions

Must be a US Citizen to apply (exceptions could be met)



# Create a Profile - #3 Preferences

1. Personal Information 2. Hiring Eligibility 3. **Preferences** 4. Demographic 5. Account Information

**PLEASE NOTE:** Fields with an asterisk ( **\*** ) are **required fields**.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

The following questions are optional and can be used by Agency officials to identify applicants with skill sets and preferences appropriate for their job or work environment. Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Your responses will also be used to help increase the relevance of your search results.

1. Are you willing to travel?

☒ Yes

☐ No

If yes, what percentage of duty time will you travel?

More than 50% ▼

2. What type of work are you willing to accept? ?

☐ Permanent

☐ Temporary

☐ Term

☐ Detail

☐ Presidential Management Fellows

☐ Recent Graduates

☒ Internships

☐ Telework


You should be willing to travel and choose 50% because you always travel to fire incidents

Check 'Internships' for student positions

(if you are graduating check 'Temporary' or both 'Temp' and 'Permanent' if you want perm job)

# Create a Profile - #3 Preferences cont.

- ☐ Recent Graduates
- ☒ Internships
- ☐ Telework

3. What type of work schedule are you willing to accept? 

- ☒ Full Time
- ☐ Part Time
- ☐ Shift Work
- ☐ Intermittent
- ☐ Job Share

All fire positions are full time

You can choose any location but support for travel may be different

4. Please select your desired work location(s).

Show locations for this region:

- Choose State
- Northern Mariana Islands
  - Ohio
  - Oklahoma
  - Oregon**
  - Pennsylvania
  - Puerto Rico
  - Rhode Island

- Then Locale(s)
- All Oregon**
  - Adair Village
  - Adams
  - Adel
  - Adrian
  - Agate Beach
  - Agness

Add >>

<< Remove

- Click buttons to add/remove
- United States-Washington - All W
  - United States-Oregon - All Oregon

◀ Previous

Save

Next ▶

# Create a Profile - #4 Demographics

Do not include sensitive information such as SSN. This can be shared after you are hired.

Confidential

1. Personal Information 2. Hiring Eligibility 3. Preferences 4. **Demographic** 5. Account Information

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

*Your Privacy Is Protected.* This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you. ?

*Effects of Nondisclosure:* Providing this information is voluntary. No individual personnel selections are made based on this information.

☐ I wish to decline to respond to the demographic questions.

1. Sex:

☐ Male ☒ Female

2. Ethnicity:

☐ Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race  
☒ Not Hispanic or Latino

3. Race (Check all that apply):

☐ American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.  
☒ Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent,

You do not have to fill out this form but I believe it is helpful to represent your Race. Also if you have more than one to check, only one shows up on your profile which is the first one checked on the list



# Create a Profile - #4 Demographics cont.

*Effects of Nondisclosure:* Providing this information is voluntary. No individual personnel selections are made based on this information.

☐ I wish to decline to respond to the demographic questions.

1. Sex:

☐ Male ☒ Female

2. Ethnicity:

- ☐ Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
- ☒ Not Hispanic or Latino

3. Race (Check all that apply):

- ☐ American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☒ Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ Black or African American - a person having origins in any of the black racial groups of Africa.
- ☒ Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Asian and Pacific Islander used to be under one checkbox but Native Hawaiian has now been identified separately

◀ Previous

Save

Next ▶

# Create a Profile - #5 Account Info

You can change your password as often as needed

Applications need to be submitted by the final time (closing date/hour) - there are no exceptions to turn in late applications

Username

Use between 4 and 20 characters

Nakanelua

Password

\*\*\*\*\* [Change Password](#)

To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.

Password Question 1

What year did you meet your spouse/partner?

Your Answer

Password Question 2

What was the name of your first pet?

Your Answer

Password Question 3

What is your favorite hobby?

Your Answer

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

☒ When jobs I have applied to have closed.

☒ When jobs I have saved are scheduled to close in three days.

☒ When the status of an application I've submitted changes.

Previous

Save

Finish

Account Delete:

Please note that deleting your account will also delete all associated documentation with your account including application history, resumes, saved searches, and all other materials. This operation cannot be undone. I understand and wish to [Delete My Account](#).

Make sure to 'Save' every page before moving to the next page

# My Account – Resumes Upload or Build

Home

Search Jobs

My Account

Resource Center

Welcome Mei Lin! | Sign out

USAJOBS

"WORKING FOR AMERICA"

My Account - Main Page

Profile

Resumes

Saved Searches

Saved Jobs

Saved Documents

Application Status

What:

Where:

Advanced Search >

Radius: 20 miles

USAJOBS can be used to apply online to government agencies. While uploading or building your resume, you may wish to remove any personal information, such as social security number. You may also wish to update your resume(s) before you submit the resume to a specific job opportunity announcement.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

Build New Resume

Upload New Resume

You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your USAJOBS account.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

In 'My Account' select 'Resumes' in order to upload or a build a resume

There is a template to follow – fill in the blanks

Your resume must be loaded on the machine you are working on or on a thumb/jump drive so it can be uploaded to your account

# Resumes – Examples and Assistance for Building

to recruiters searching our resume bank. **Do not** include the following information on your resume: classified information, as defined in Executive Order 13526; Social Security Number (SSN); or other personal or sensitive information that is not to be shared with recruiters.

You can have up to five resumes in your folder so make sure they are labeled correctly and you use the right one for each application

**Build New Resume** **Upload New Resume**

You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

**Tips**

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

**Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

Label your resumes so you and those hiring can find your resume for the particular job.  
Ex: LastName\_Student\_Fire\_2013

[Sample Resume](#) [What to Include](#)

This sample is a general example for all Federal Gov't jobs. Don't feel restricted from developing your own.

Even if you have a resume **read this** to make sure you included all items

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)



# My Account - Saving Documents to your Account

Search Jobs My Account Resource Center

Welcome Mei Lin! | Sign out

USAJOBS "WORKING FOR AMERICA"

My Account - Main Page  
Profile  
Resumes  
Saved Searches  
Saved Jobs  
**Saved Documents**  
Application Status

What:  Where:   
[Advanced Search >](#) Radius: 20 miles

Use this link to upload additional documents.

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

There is a lot of space so if you have letters of recomm. or awards you should attach them.

Please Note: Fields marked with an \* are **required fields**. Click on [Help](#) after each title for more information.

Please enter a name for this attachment (100 characters max)

Document Type:  Select Document:

You have saved **0** of **10** possible documents. Your are able to upload and store **10** documents to your My USAJOBS account.

The following can or must be uploaded:

- transcripts can be unofficial (req.)
- student eligibility docs (req.)
- Veterans forms
- cover letter
- letters of reference (other)

# Resource Center References and Links

Link to **Pathways** information and description about the Student Intern jobs

[Home](#) | [Search Jobs](#) | [My Account](#) | **Resource Center** [SIGN IN OR CREATE AN ACCOUNT](#)

[Resource Center - Main Page](#)  
[Supplemental Forms](#)  
[Individuals with Disabilities](#)  
[Veterans](#)  
[Students and Recent Graduates](#)  
[Senior Executives](#)  
[Spotlights](#)  
[FAQs](#)

**What:**

**Where:**

[Advanced Search >](#)

[Search](#)

Find SF-15 (Vet Preference) or other forms that are required or suggested to include



### FAA - Airway Transportation Systems Specialist

*Join Us! The FAA is seeking applicants for Airway Transportation Systems Specialists at FAA facilities across the U.S.!*

[read more](#)



[view all spotlights](#)

# Search for a Pathways Summer Fire Job

<https://www.usajobs.gov>



Search for  
'Student Trainee Intern'  
or 'Intern' and this will find  
Pathways positions

Search for Oregon  
or Washington but  
you don't have to  
enter any location  
because you can  
refine your search  
results



# Searching for Wildland Fire Jobs

Home

Search Jobs

My Account

Resource Center

USAJOBS

"WORKING FOR AMERICA"

What:

student trainee intern

Advanced S

Start a New Search

Agency for US Forest Service = US Dept. of Agriculture

You Added ?

student trainee intern

Undo

Clear all and start new search

Refine Your Results

Jobs For:

☒ U.S. Citizens

☐ Federal Employees ?

+ Agency

+ Grade ?

+ Job Categories

+ Salary

+ Work Schedule

+ Work Type

+ Exclude These

+ Posting Date

Create Saved Search and email me jobs

RSS Feed of This Search ?

Number of results that can be refined

1 to 25 of 33 results

Student Trainee (Office Automation)

...the Position: This is a Student Trainee (Office Automation) Intern position with the U.S...perform Automation) Intern. Two (2) years of education...and education Possible student loan repayment

Department:

Agency:

Open Period:

Who May Apply:

Location(s):

Salary:

Series & Grade:

Position Info:

Control Number:

JOA Number:

Pathways Intern, Student Trainee (Engineering Tech) - GS-0899- 02/03/04/05 (Open to US Citizens)-BP

...Lands Highway Division (WFLHD) office. The student intern may serve as a technician perform comes first).;The Student Trainee (Civil Engineer) - PATHWAYS intern will participate in the follo

Department:

Agency:

Open Period:

Who May Apply:

Salary:

Series & Grade:

Position Info:

First time employees would choose Grade 3 (GS-3)

16



# Refine your job search

Home

Search Jobs

My Account

Resource Cen

USAJOBS

"WORKING FOR AMERICA"

You Added

student trainee intern

Undo

Clear all and start new search

Refine Your Results

Jobs For:

☒ U.S. Citizens

☐ Federal Employees

Agency

Department Of Agriculture

(4)

Department Of Commerce

(2)

Department of Defense

(12)

Department Of Health And Human Services

(1)

Department Of Justice

(1)

Department Of Transportation

(2)

Department Of Veterans Affairs

(2)

Other Agencies and Independent Organizations

(9)

Multiple Agencies will be listing fire positions

USAJOBS

"WORKING FOR AMERICA"

You Added

student trainee intern

Undo

Biological Sciences

Undo

Department Of Agriculture

Undo

Grade 3

Undo

Clear all and start new search

Refine Your Results

Jobs For:

☒ U.S. Citizens

☐ Federal Employees

Salary

Work Schedule

Exclude These

Posting Date

Refined search

1 to 4 of 4 results

Student Trainee-

...between NRCS Nebraska a

conditional...the position in w

Department:

Department

Agency:

Natural R

Open Period:

10/12/20

Who May Apply:

United St

Location(s):

Multiple L

Student Trainee -

...to be filled are Student Tra

Conservationist trainee, you

Fire fighting is listed under 'Biological Sciences' Job Category

First time employees would choose Grade 3 (GS-3)

(need 12 months of experience or 2 years of college for Grade 4)

# Search Result Descriptions

(This is an example . It is not a fire position.  
Only Title, Series&Grade, Position Info are similar.)

Intern fire jobs will be listed under US Forest Service

This is the CLOSING DATE which is EST (-5/6 hrs).  
Must apply by this date.

Fire Intern jobs will be listed as  
GS-0499-03/04.  
GS – Grade Scale (type of pay)  
0499 – Series of the job specific to interns  
03/04 – Grade or level you begin at

The screenshot shows a job listing for "Student Trainee- Internship" with the following details:

- Department:** Department Of Agriculture
- Agency:** Natural Resources Conservation Service
- Open Period:** 10/12/2012 to 11/7/2012
- Who May Apply:** United States Citizens
- Location(s):** Multiple Locations (17)
- Salary:** \$22,851.00 - \$27,990.00 / Per Year
- Series & Grade:** GS-0499-03/04
- Position Info:** Full Time - Internships
- Control Number:** 328604700
- JOA Number:** NE-12-764273-NP

Red arrows and circles highlight specific elements: an arrow points from the "Student Trainee- Internship" title to the "Intern fire jobs" text; another arrow points from the "Open Period" to the "CLOSING DATE" text; a circle around "Agency" points to the "US Forest Service" text; a circle around "GS-0499-03/04" points to the "Fire Intern jobs" text; a circle around "Full Time - Internships" points to the "Fire positions are Full Time jobs" text; a circle around "Multiple Locations (17)" points to the "Multiple locations" text; and a circle around "Control Number" and "JOA Number" points to the "These numbers can be used" text.

Multiple locations – this is often a general list so make sure to double check the locations when you apply for the job

These numbers can be used in the "Advanced Search" options located at the top of every screen

Fire positions are Full Time jobs – 40 hours/week minimum

# Search Results cont.

Click here and it will take you to full list of duties and descriptions as well as 'How to Apply'.

do  
do  
do  
do  
ch

1 to 4 of 4 results

Sort By: --Select--

[Student Trainee- Internship](#) [Save Job](#) | [Quick View](#) | [More Like This](#)

...between NRCS Nebraska and the intern. Within 120 calendar days...non-competitively promote and convert an intern to a career/career-conditional...the position in which the student trainee will participate in the intern program. The degree of specialization...

<b>Department:</b>	Department Of Agriculture	<b>Salary:</b>	\$22,851.00 - \$27,990.00 / Per Year
<b>Agency:</b>	Natural Resources Conservation Service	<b>Series &amp; Grade:</b>	GS-0499-03/04
<b>Open Period:</b>	10/12/2012 to 11/7/2012	<b>Position Info:</b>	Full Time - Internships
<b>Who May Apply:</b>	United States Citizens	<b>Control Number:</b>	328604700
<b>Location(s):</b>	<a href="#">Multiple Locations</a> (17)	<b>JOA Number:</b>	NE-12-764273-NP

[Student Trainee - Internship](#) [Save Job](#) | [Quick View](#) | [More Like This](#)

...to be filled are Student Trainees. The program...the new Pathways Intern Employment Program...Conservationist Intern : As a Soil

?



## 20

### JOB SUMMARY:



# To apply you must have a resume loaded into 'My Account'



[Advanced Search >](#)

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Announcement Number:** TEMPOCR-0462-03-FIRE-DT  
**Job Title:** Forestry Aid (Fire)  
**Grade:** GS 3/3  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Job Location:** Multiple Locations  
**Closing Date:** Friday, November 01, 2013

Sometimes jobs will be changed or extended. Make sure to upload all the forms you did the first time you applied. Make sure to set the reminder emails in 'My Account' (see pg. 10 above - #5 Profile)

**Please Note:** This job requires a USAJOBS resume to apply. Please click the "Add a Resume" button below to build or upload a USAJOBS resume. When you have completed your resume, review your job announcement and select Apply Online again.

Cancel ▶

Add a Resume ▶

# Application Process

"WORKING  FOR AMERICA"

[Advanced Search >](#)

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Announcement Number:** TEMPOCR-0462-03-FIRE-DT  
**Job Title:** Forestry Aid (Fire)  
**Grade:** GS 3/3  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Job Location:** Multiple Locations  
**Closing Date:** Friday, November 01, 2013

This example is for  
Temporary jobs not  
Student Intern jobs

**Resume** - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)) :

- SELECT -  
Lantz

You can have up to 5 resumes. Make sure you labeled them so you know which one to include if you have different applications

**Fields below with an asterisks ( \* ) are required.**

\* ☒ I have [previewed my resume](#) . The selected document includes the information I wish to provide with this application.

# Application Process cont.

This link opens your resume. Make sure someone else has proof-read your resume.

\* ☒ I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

☒ Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

\* ☒ I certify, to the best of my knowledge and belief, all the information I provide in my application for employment is true, complete, and made in good faith, accurately represented my work experience, knowledge, skills, abilities, and accomplishments, etc.). I understand that the information provided in my application that misrepresenting my experience or education, or providing false or fraudulent statements may be grounds for not hiring me or for firing me after hiring. False or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

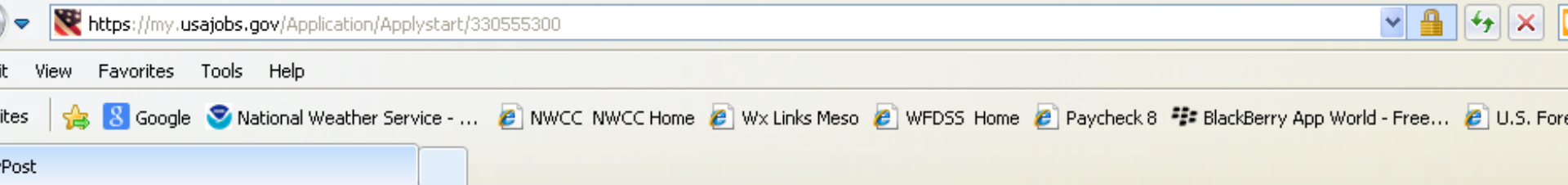
When you check this it uses the information in 'My Profile Demographics' (pg.8). If you click on this link it takes you to this location in 'My Account'.

Cancel ▶

Apply for this position now! ▶

# Application Process cont.

Post - Microsoft Internet Explorer provided by USDA Forest Service



**One moment please...**

We are now bringing you to the system used by the

**Forest Service**

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

**Take me there now**

You will be redirected to the FS webpage where you will have to fill in information.



# Saved Searches and Email Notifications

## You Added ?


fire	<a href="#">Undo</a>
Oregon	<a href="#">Undo</a>
Department Of Agriculture	<a href="#">Undo</a>
Grade 3	<a href="#">Undo</a>
Biological Sciences	<a href="#">Undo</a>
<a href="#">Clear all and start new search</a>	

## Refine Your Results

Jobs For: ☐ U.S. Citizens ☒ Federal Employees ?

- + Job Category Series
- + Exclude These
- + Posting Date

 [Create Saved Search and email me jobs](#)

 [RSS Feed of This Search](#) ?

Click here to set up search emails

1 to 4 of 4 results

## Forestry Aid (Fire)

...the views.;This is a standard wildland **fire** management position description intend primary purpose of this position...perform work directly related to wildland **fire** supp

**Department:** Department Of Agriculture

**Agency:** Forest Service

**Open Period:** 11/2/2012 to 11/1/2013

**Who May Apply:** US Citizens; no prior Federal experience is required.

**Location(s):** [Multiple Locations](#) (780)

**Salary:**

**Series & Gr**

**Position Inf**

**Control Num**

**JOA Numbe**

## Forestry Aid (General)

...standardized forestry support duties for **fire**, timber, silviculture, recreation, wilder prevention, dispatch, or lookout duties...hospital, community sports league, local **fire**

**Department:** Department Of Agriculture

**Agency:** Forest Service

**Open Period:** 10/18/2012 to 10/17/2013

**Who May Apply:** US Citizens; no prior Federal experience is required.

**Location(s):** [Multiple Locations](#) (780)

**Salary:**

**Series & Gr**

**Position Inf**

**Control Num**

**JOA Numbe**

# Saved Searches cont.



Video Tutorial

[View our Advanced Search tutorial](#) - If you would like information on the best way to use Advanced search, view our video tutorial before executing your Search on USAJOBS.

If applying for Temporary you can put Forestry Tech or Aide

Create A New Saved Search

PLEASE NOTE: Fields with an asterisk (\*) are required fields.

## Keyword Search ?

(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

student trainee intern

## Title Search ?

fire

## Series Number Search ?

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;).

0499

0499 is Series for Intern  
Temp is 0462

## Pay Grade (GS) ?

Grade 03

To

Grade 03

Or

## Salary Range ?

From

-- SELECT --

To

-- SELECT --

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

## Location Search ?

Show locations for this region:

United States

State/Territory/Region

United States

Alabama

Alaska

American Samoa

Arizona

Arkansas

California

Then Locale(s)

Can choose OR or WA  
but don't need to

Click buttons to add/remove

Add >>

<< Remove

# Saved Searches cont.

## Agency Search ?

Choose Department

- Court Services and Offender Supervision Agency for DC
- Department Of Agriculture**
- Department Of Commerce
- Department of Defense
- Department of Defense - Dept. of the Air Force
- Department of Defense - Dept. of the Army
- Department of Defense - Dept. of the Navy

Then refine your agency choice

- Economic Research Service
- Farm Service Agency
- Food and Nutrition Service
- Food Safety and Inspection Service
- Foreign Agricultural Service
- Forest Service**
- Grain Inspection, Packers and Stockyards Administration

US Forest Service is a part of Dept. of Agriculture

These questions you answered in 'My Profile'. If you are a Vet you need to answer 'Yes'.

Add >>

<< Remove

Click buttons to add/  
Forest Service

## Occupational Series ?

- ☐ Fish Biology (0482)
- ☐ Food Inspection (1863)
- ☐ Food Service Working (7408)
- ☐ Food Services (1667)
- ☐ Food Technology (1382)
- ☐ Foreign Affairs (0130)
- ☐ Foreign Agricultural Affairs (013)
- ☐ Foreign Law Specialist (0095)
- ☐ Forest Products Technology (1380)
- ☐ Forestry (0460)
- ☐ **Forestry Technician (0462)**
- ☐ Fork Lift Operating (3704)
- ☐ Freight Rate (2131)

Fire positions are Occupational Series 0462 and 0499 is a part of this series

## Applicant Eligibility ?

Are you:

- a current or former Federal civilian employee who holds or held a non-temporary appointment?
- In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service position covered by an interchange agreement, or
- Eligible for reinstatement?
- A Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

☐ Yes ☒ No



# Saved Searches cont.

For Intern/Pathways positions

All Fire positions are Full-Time

☐ Freight Rate (2131) ☐ ...

Show only Senior Executive Service postings?  
☐ Yes ☒ No

Exclude postings for jobs open longer than 30 days?  
☐ Yes ☒ No

Sort Results By  
☒ Key Word Relevance ☐ Date

Type of Work  
☐ Permanent  
☐ Temporary  
☐ Term  
☐ Detail  
☐ ICTAP Only  
☒ Student

Show Jobs Posted: All Jobs

Work Schedule  
☒ Full-Time  
☐ Part-Time  
☐ Shift Work  
☐ Intermittent  
☐ Job Sharing  
☐ Multiple Schedules

## Save this search

Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results.

Name your Saved Search:

How often do you want to Receive E-mail Notifications?  
☐ Daily ☒ Weekly ☐ Monthly ☐ None

Save Search

Save and Run

Reset Form

You can do multiple Saved Searches, just label specific to what job you are looking for



# Save Jobs and Retrieve in My Account

This is where you will find your searches

The screenshot shows the USAJOBS website's 'My Account' section. The navigation bar includes 'Home', 'Search Jobs', 'My Account', and 'Resource Center'. The 'My Account' dropdown menu is open, showing options: 'My Account - Main Page', 'Profile', 'Resumes', 'Saved Searches', 'Saved Jobs' (circled in red), 'Saved Documents', and 'Application Status' (circled in red). A red arrow points from the text 'This is where you will find your searches' to the 'Saved Searches' option. Another red arrow points from the text 'Takes you to the Job Description or you can email this to a different address' to the 'View' button in the job listing table. A third red arrow points from the text 'See next page' to the 'Delete' link in the job listing table. A fourth red arrow points from the text 'This is a good check box because it will send you a reminder before your job is due' to the 'When jobs I have saved are scheduled to close in three days' checkbox, which is also circled in red.

USAJOBS  
"WORKING" FOR AM

Home Search Jobs My Account Resource Center

Welcome Mei Lin!

What: Where: Radius: 20 miles

Advanced Search >

My Account - Main Page  
Profile  
Resumes  
Saved Searches  
Saved Jobs  
Saved Documents  
Application Status

Your save now!

You have saved 1 of 25 possible jobs.

Date Saved	Job Title	Agency Name	Closing Date
11/07/2012	<a href="#">Forestry Aid (Fire)</a> <a href="#">Delete</a> <a href="#">Share job with a friend</a>	Forest Service Multiple Locations	11/01/2013

View

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the item that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.


☒ When jobs I have saved are scheduled to close in three days.


See next page


Takes you to the Job Description or you can email this to a different address


This is a good check box because it will send you a reminder before your job is due


# My Account – ‘Application Status’

 Home

 Search Jobs

 My Account

 Resource Center




"WORKING FOR AMERICA"

What:

Where:

[Advanced Search >](#)

Radius:

 Application Status

**IMPORTANT!** If you did not apply to the job announcement with your USAJOBS resume through the apply online button, it is not possible to track applications in your USAJOBS account when they have been submitted through the website or through the mail. You can contact the agency that posted the announcement to verify receipt of your application. Applications may be deleted 12 months after Initial Application Date. You may want to print this page for future reference.

You currently do not have any active job applications. [Begin your job search.](#)

### Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

☒ When jobs I have applied to have closed.

☒ When the status of an application I've submitted changes.

You current applications will be listed here

For any current apps you have applied for